

NAVAL STATION BREMERTON INSTRUCTION 1300.1

From: Commanding Officer, Naval Station Bremerton

Subj: MILITARY PERSONNEL CHECK-IN/CHECK-OUT PROCEDURES

Ref: (a) OPNAVINST 1740.3
(b) OPNAVINST 5351.1

Encl: (1) [Enlisted Personnel Check-in/Check-out Sheet](#)
(NAVSTABREM 1300/4 (8-99))
(2) [Officer Personnel Check-in/Check-out Sheet](#)
(NAVSTABREM 1300/5 (8-99))

1. Purpose. To provide procedures and responsibilities related to the check-in/out process for military personnel assigned to Naval Station Bremerton (NAVSTA Bremerton) and Puget Sound Naval Shipyard (Shipyard).

2. Policy. All military personnel will check-in upon reporting for duty and check-out upon detaching from this command regardless of their duty status. Per reference (a), the check-in/out procedures set forth in this instruction have been streamlined to ensure efficiency.

3. Procedures

a. The NAVSTA Bremerton Check-in/out program will be administered Monday through Friday, 0730 to 1600 in Building (BLDG) 443 at the Administrative Services Office (ASO) on the first deck. After normal working hours, military personnel will check-in at NAVSTA Bremerton Quarterdeck, BLDG 443, first deck. Military personnel must check-out during normal working hours.

b. Military personnel will check-in/out in the prescribed uniform of the day.

c. The Military Personnel Check-in program also consists of a base indoctrination program as directed by reference (b). It is mandatory for all new military personnel at NAVSTA Bremerton and available for all tenant commands. It is comprised of five sections:

(1) Navy Rights and Responsibilities (NR&R) and Drug and Alcohol Awareness Program (DAPA).

(2) NAVSTA Bremerton Base Indoctrination and Orientation ("I" Division).

(3) Career Information Training Course (CITC).

(4) Financial Workshop.

(5) Life Skills Workshop.

Note: Above topics will be conducted in the Fleet Services Building (BLDG 1013). The Training Officer will promulgate agenda with times and dates via the command Plan of the Day.

4. Responsibilities. Each organizational element listed below is responsible for functions as indicated:

a. Executive Officer, NAVSTA Bremerton will ensure an aggressive and efficient check-in/out and training program is implemented and will monitor the check-in/out and training programs.

b. Command Master Chief (CMC) will ensure required personnel attendance for the "I" Division, NR&R, Life Skills Workshop, Financial Workshop, and CITC programs within the first 60 days. CMC will brief newly reported personnel with family on the Command Ombudsman program and provide introductions to the Command Ombudsman.

c. Administration Officer will coordinate and supervise the check-in/out program.

d. Training Officer will promulgate "I" Division, NR&R, and CITC Program agenda times and dates and ensure current curriculum is presented and that it is reevaluated routinely in order to meet the command's needs.

e. Security Manager will carry out security clearance check-in procedures and initiate paperwork for badge issuance.

f. Educational Services Officer (ESO) will verify whether member has taken an advancement examination at their previous command and/or if they are eligible to participate in the upcoming advancement cycle.

g. Department Heads/Division Officers

(1) Ensure all personnel attend "I" Division.

(2) Complete Division Officer Notebook cards on all personnel.

(3) Review member's service record (i.e. last evaluation, advancement recommendation, etc.).

h. Command Ombudsman will, upon notification of check-in of married personnel or single Sailors with family, contact and provide personnel with program responsibilities and purpose to the service family.

5. Action

a. Reporting Personnel. The Administrative Services Office (ASO) will process incoming personnel using enclosures (1) and (2) ensuring the procedures outlined in the ASO Standard Operating Procedure (SOP) are followed.

b. Departing Personnel. The ASO will process outgoing personnel using enclosures (1) and (2) ensuring the procedures outlined in the ASO SOP are followed.

6. Forms. All required check-in/check-out forms will be maintained at the ASO BLDG 443, first deck. Forms will be replenished as needed by ASO personnel to maintain adequate supplies. Originals will be maintained and updated by the Administration Office Leading Petty Officer. "I" Division/NR&R forms will be maintained by the Training Officer and will be submitted to Personnel Support Detachment via the ASO upon completion of training.

/S/

J. A. HOLDEN

DISTRIBUTION:
NAVSTABREMINST 5216.1
List I

17 May 00

ENLISTED PERSONNEL CHECK IN/CHECK OUT SHEET

Ref: NAVSTABREMINST 1300.1

NAVAL STATION BREMERTON ♦ BREMERTON, WASHINGTON

NAME (LAST, FIRST, MIDDLE)	SSN	RATE/RANK
YOUR MAILING ADDRESS ON BASE: NAVSTABREM C/ OFF BASE: _____ 120 SOUTH DEWEY STREET BREMERTON, WA 98314-5020		
CHECK IN: RECEIVED FROM: _____ DATE: _____		CHECK OUT: TRANSFERRED TO: _____ DATE: _____

CHECK IN / OUT WILL BE COMPLETED & THIS SHEET RETURNED TO ADMIN SERVICES OFFICE WITHIN 2

WORKING DAYS _____, YOUR DIVISION IS _____ AND YOUR SPONSOR/ESCORT IS _____.

YOU ARE ORDERED TO CHECK-IN TO YOUR DIVISION TODAY _____. (MBR INIT)

BLDG#	OFFICE	TEL#	DATE IN	DATE OUT
443	<u>ADMIN SERVICES OFFICE</u> FRONT DESK: _____	476-0680		
443	SECURITY MANAGER (BADGING)	476-0240		
443	COMMAND CAREER COUNSELOR	476-6865		
	DIVISION OFFICER (BRING SERVICE RECORD)			
1004	LIMDU COORDINATOR (LIMDU PERSONNEL ONLY)	476-6576		
	DUTY SECTION/WATCHBILL COORDINATOR			
853	NAVY COLLEGE/ESO	476-7728		
506	DENTAL CLINIC	476-2211		
1013	TRAINING COORDINATOR (BRING COPY OF PG 4 FROM SERVICE RECORD)	476-0479		
1013	<u>PERSONNEL SUPPORT DETACHMENT</u> COMRATS: _____ ISSUE/RECEIPT OF MEAL PASS: _____	476-7488		
2ND DECK	HOUSING REFERRAL OFFICE	476-0909		
1013	PERSONAL PROPERTY (IF APPLICABLE)	476-7366		
502	COMMAND FITNESS COORDINATOR (Check In M-F, 0800-1000) (BRING SERVICE RECORD OR PINK FOLDER)	476-6178		
981	PARKING COORDINATOR/PASS & ID	476-0194		
940 (CIA)	MEDICAL BRANCH CLINIC	476-9623		
JACKSON PARK	<u>NAVAL HOSPITAL</u> CHECK IN/OUT FAMILY MEMBERS' RECORDS	475-4400		
443	DISCIPLINE OFFICE (BRING SERVICE RECORD)	476-0357		
	DEPARTMENT HEAD (BRING SERVICE RECORD)			
443	DEPUTY: APPT DATE AND TIME _____ (E7 & above only)	476-2575		
443	COMMAND MASTER CHIEF APPT DATE AND TIME: _____ (BRING SERVICE RECORD)	476-3305		
443	XO APPT DATE AND TIME: _____ (BRING SERVICE RECORD)	476-2575		
443	CO APPT DATE AND TIME: _____ (BRING SERVICE RECORD)	476-2575		
443	RESERVE RECRUITER	476-6865		
853	<u>FAMILY SERVICE CENTER</u>			
1ST DECK	RELOCATION SPECIALIST:	476-5113		
437	NORTHWEST OUTFITTERS	476-3428		
864	RESOURCE CENTER	476-3178		
443	<u>ADMIN SERVICES OFFICE</u> FRONT DESK: _____, FORWARDING ADDRESS: _____, SEC MGR: _____, DATA BASE: _____,	476-0680		

NAVSTABREM 1300/4 (5-00)

17 May 00

OFFICER PERSONNEL CHECK IN/CHECK OUT SHEET

Ref: NAVSTABREMINST 1300.1

NAME(LAST, FIRST,MIDDLE)

SSN

RANK/RATE/DESIG

YOUR MAILING ADDRESS (Circle one work address below) OFF BASE:

ON BASE: NAVSTABREM C/ ON BASE: NAVSHIPYD PUGET C/

120 SOUTH DEWEY STREET 1400 Farragut Ave.

BREMERTON, WA 98314-5020 Bremerton, WA 98314

CHECK IN:

CHECK OUT:

RECEIVED FROM:

TRANSFERED TO:

DATE:

DATE :

ITEMS BELOW WITH ** - REFER TO SHIPYARD OFFICERS ONLY

Bldg #	Office	Tel #	Date in	Date out
443	Admin Svcs Office, Officer Desk	476-0485		
443	Security Manager	476-0240		
	Senior Watch Officer			
	Department Head			
1013	Personnel Support Detachment	476-7488		
981	Parking Coordinator	476-0194		
502	Command Fitness Coordinator	476-6179		
506	Dental Clinic	476-2211		
433	Urinalysis Coordinator	476-2515		
940	Branch Medical Clinic	476-9623		
1013	Personal Property (optional)	476-7366		
853	Family Service Center (optional)	476-5113		
847	Bachelor Officer Quarters (optional)	475-3030		
491	Housing Referral Office (optional)	800-337-7696		
864	Resource Center (optional)	476-3178		
465	Northwest Outfitters (optional)	476-3428		
** 443	Trng Coord, EDQP Coord, DAWIA Coord	476-3467/8		
** 850	Shipyards Commander's Secretary	476-3161		
** 850	Central Files - Classified Material	476-5617		
** 850	Technical Library	476-2767		
** 476	Shipyards Wardroom Treasurer	476-2730		
	Naval Hospital (TRICARE info)	475-4651		
443	Admin Svcs Office, Officer Desk	476-0485		

Departing Officer's Forwarding Address: